

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed OCT 21 1974    74-370    NOV 7 1974									
2. Agency Application No.											
3. AGENCY, Division, Subdivision & Administering Office Address  X Department of Transportation Division of Highway Planning - Road Inventory Sect. C-1, Rainbow Drive Decatur, Georgia		4. Person to Contact  JOE LINDSEY									
		5. Working Title Asst Ch. Road Inven.	6. Tel. No. 665-5420								
7. ACTION REQUESTED    Amend Disposition Standard # 235, August 25, 1972  <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Earliest & Latest Dates of Series 1920 to Date		9. Exact Series Title Road Life Data File									
10. What is the function of the office in which this record series is created  The function of the office in which this records series is created is to document the history of roads funded by State, Federal and local monies. This historical documentation includes a physical description of the road, construction improvements, construction costs, funding and a physical inventory of all public roads.											
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  Documents relating to a complete history of construction, costs, funding, and retirement of state and federally-funded roads.  Included are Construction and Retirement Record (Form HPS-RL-351; and Road Life Data Processing Cards as follows: Road Life Cost Cards; Road Life History Cards; Road Life Off-State System Cards; Road Life FAS Rural and Municipal Cards; Urban Life and Incorporated Road Life Cards.  Construction and Retirement records forms are arranged alphabetically by county; Road Life Data Cards are arranged numerically by county code number.											
ATTACH SAMPLES OF THE FILE											
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION								
Letter-size File Drawers	36	54	1      1½								
Legal-size File Drawers			Floor Space Occupied (Square Feet)								
			AVERAGE DAILY REFERENCES								
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>This Year's</th> <th>Last Year's</th> <th>Preceding Year's</th> <th>All Prior Year's</th> </tr> <tr> <td>35-40</td> <td>35-40</td> <td>35</td> <td>5-10</td> </tr> </table>	This Year's	Last Year's	Preceding Year's	All Prior Year's	35-40	35-40	35	5-10
This Year's	Last Year's	Preceding Year's	All Prior Year's								
35-40	35-40	35	5-10								

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Section 8 Act 536 (Approved 2-2-50) - information needed for inventory report.  
Provided only complete history of roads from 1920 to date.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other Project then:

- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut off.
- ☒ Other: (Specify) Construction and Retirement Record - Maintain in CFA; update as needed.

Printout(Road Inv Processing Record) - Destroy when superseded, obsolete or no longer needed for reference.

Road Life Data Cards - Cutoff upon completion of project; transfer to Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Road Life Data Cards are not used to generate any type of computer printout or magnetic tape. These cards were keypunched and are maintained as a separate unit.

Attach Samples of the Series

Records Management Officer

Date 10/15/74

26. Recommendations

☒ Approved ☐ Disapproved

Head of Agency/Designee

Date 10-15-74

in Paragraph

State

☒ Approved ☐ Disapproved

Department of Audit/Designee

Date 11-5-74

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Date 11-4-74

Committee

☒ Approved ☐ Disapproved

Department of Law/Designee

Date 11-6-74

EXPLANATION OF YES ANSWERS TO QUESTIONS 14-23

15. Partially summarized in Road Inventory Processing Record.
18. Current inventory of roads could be reconstructed but historical data could not.
20. Input for Road Inventory Processing Record.
21. Road Inventory Processing Record.
22. Federal Funds for highway projects.
23. Needed to provide a construction history of the road. For example, if a utilities company was planning to lay a new cable under a road they would want to know the composition of the surface pavement and the thickness and types of material of the various levels of pavement beneath the surface.



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date

2. Agency Application No.

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

OCT 1 1974

3. AGENCY, Division, Subdivision & Administering Office Address

Department of Transportation  
Division of Highway Planning - Road Inventory Section  
C-1 Rainbow Drive  
Decatur, Georgia

4. Person to Contact

Joe Lindsey

5. Working Title

asst. Ch. Road Inven.

6. Tel. No.

656-5358

7. ACTION REQUESTED Amend Disposition # 235, August 25, 1972.

☐ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☒ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1920 - To Date

Road Life Data File

10. What is the function of the office in which this record series is created?

The function of the office in which this record series is created is to document the history of roads funded by State, Federal and local monies. This historical documentation includes a physical description of the road, construction improvements, construction costs, funding and a physical inventory of all public roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Construction and Retirement Record, Form HPS-RL-351 - a complete history of construction, costs funding and retirement of state and federally funded roads. Filed alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED

No. of Drawers

Cu. Ft. of Records

Letter-size File Drawers

36

36 54

Legal-size File Drawers

ANNUAL RATE OF ACCUMULATION

No. of Drawers Cu. Ft. of Records

1 1.5

In Office(s) In Storage Area(s)

This Year's Last Year's Preceding Year's All Prior Year's

AVERAGE DAILY REFERENCES

510 240 55 511

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [xx] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [xx] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [xx] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [xx] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☒ [xx] ☐ [ ]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [xx] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [xx] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept permanently years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [xx] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
- a. Section 8 Act 536 (Approved 2/2/50) - information needed for inventory report.
- e. Provides only complete history of roads from 1920 to date.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [ ] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [x] Other Project

then:

- ☐ [ ] Hold in the current files area month(s)/ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold year(s):
- ☐ [ ] Destroy
- ☒ [x] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

Rationale: Road Life Date is the only complete history of roads in existence. There is not an effective cut off date for the record series. It is a continuous record that is updated as needed and is referred to daily.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 9/25/74

26. Recommendations

☒ [V] Approved ☐ [ ] Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☐ [ ] Approved ☐ [ ] Disapproved

Department of Audits/Designee

Date

25 are:

Records

☐ [ ] Approved ☐ [ ] Disapproved

Secretary of State/Designee

Date

Committee

☐ [ ] Approved ☐ [ ] Disapproved

Department of Law/Designee

Date